

City of Union Point

Posting Date: December 6, 2016

Ending Date: December 20, 2016

The City of Union Point is currently accepting applications for the position of Utility Billing/Account Receivables Clerk.

Salary: Depending on Experience/Qualifications

The clerk is responsible for a wide variety of general and/or specialized billing, clerical, accounting and bookkeeping support functions. The clerk performs, and offers assistance in a variety of duties related to utility billing as instructed by the City Clerk and Treasurer, including, but not limited to, accounts receivable and utility billing. The clerk is also responsible for providing clerical support services to the office of the City Clerk, including, but not limited to customer service and record maintenance. This position requires a level of competency and experience sufficient to understand the diverse functions of the position.

Minimum requirements:

High School Diploma or equivalent – two year degree in accounting preferred

Working knowledge of generally accepted accounting

Must have a very good knowledge of Microsoft Office 2010 – Including Access, Word, Excel and Outlook

Must be able to effectively communicate with the public

Capable of being a notary public

Possess a valid driver's license with an excellent driver's history

Must have stable employment history

Must be able to perform the essential functions of the job

Benefits:

Medical Insurance

Paid Life Insurance

Paid Retirement

Deferred Compensation

Paid Vacation and Sick Leave and Holidays

Desired Requirements:

Previous office experience desirable

Previous accounting experience preferred

Training or education in the area of finance and/or accounting desirable

The equivalent of training, education and experience will be considered.

Successful applicant will be required to undergo drug testing & criminal background checks.

All applicants must submit an application. You may download an application at www.unionpointga.org.

Applications will be accepted at the City Hall, 107 Scott Street, City of Union Point, Monday through Friday, 8:00 a.m. to 5:00 p.m., or may be mailed to the City of Union Point, P. O. Box 233, Union Point, Georgia 30669.

The deadline for accepting applications is December 20, 2016.

The City of Union Point is an equal opportunity employer.